

Superior Court of California  
County of Los Angeles  
New Glendale Courthouse

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PROJECT FEASIBILITY REPORT

NOVEMBER 2, 2009



ADMINISTRATIVE OFFICE  
OF THE COURTS

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OFFICE OF COURT CONSTRUCTION  
AND MANAGEMENT

## CONTENTS

1.	EXECUTIVE SUMMARY .....	1
1.1.	Introduction.....	1
1.2.	Statement of Project Need .....	1
1.3.	Options Analysis.....	2
1.4.	Recommended Option .....	2
2.	STATEMENT OF PROJECT NEED .....	3
2.1.	Introduction.....	3
2.2.	Transfer Status .....	3
2.3.	Project Ranking.....	4
2.4.	Summary of Economic Opportunities .....	4
2.4.1.	Free or Reduced Costs of Land.....	5
2.4.2.	Viable Financing Partnerships.....	5
2.4.3.	Adaptive Reuse of Existing Facilities.....	5
2.4.4.	Consolidation of Court Calendars and Operations.....	5
2.4.5.	Sharing of Facilities .....	5
2.5.	Current Court Operations.....	5
2.6.	Basis for Courtroom Requirements .....	7
2.7.	Existing Facilities .....	8
2.7.1.	Glendale Courthouse.....	8
2.7.1.1.	<i>Security Deficiencies</i> .....	8
2.7.1.2.	<i>Courtroom Deficiencies</i> .....	11
2.7.1.3.	<i>Jury Deliberation and Jury Assembly Deficiencies</i> .....	13
2.7.1.4.	<i>Clerk’s Areas/Staff Space Deficiencies</i> .....	13
2.7.1.5.	<i>General Space, Functional, and Physical Deficiencies</i> .....	14
3.	OPTIONS ANALYSIS .....	17
3.1.	Introduction.....	17
3.2.	Project Options .....	17
3.2.1.	Project Option 1: Construction of a New Courthouse.....	17
3.2.1.1.	<i>Pros</i> .....	17
3.2.1.2.	<i>Cons</i> .....	18
3.2.2.	Project Option 2: Renovate and Expand the Existing Glendale Courthouse.....	18
3.3.	Recommended Project Option .....	19
4.	RECOMMENDED PROJECT .....	19
4.1.	Introduction.....	19
4.2.	Project Description .....	19
4.3.	Space Program .....	20
4.4.	Courthouse Organization .....	20
4.5.	Site Selection and Requirements – Intro Paragraph.....	22
4.5.1.	Site Selection.....	22
4.5.2.	Parking Requirements.....	23
4.5.3.	Site Program.....	23
4.6.	Design Criteria.....	25
4.7.	Sustainable Design Criteria.....	25
4.8.	Estimated Project Cost.....	25
4.9.	Project Schedule .....	26

## APPENDICES:

Appendix A – Detailed Space Program .....	A-1
Appendix B – Site Program Options .....	B-1

## 1. EXECUTIVE SUMMARY

### 1.1. Introduction

This Project Feasibility Report for the proposed New Glendale Courthouse for the Superior Court of California, County of Los Angeles has been prepared as a supplement to the *Judicial Branch AB 1473 Five-Year Infrastructure Plan Fiscal Year 2010-2011*. This report documents the need for the proposed new eight-courtroom facility, describes alternative ways to meet the underlying need, and describes the recommended project.

### 1.2. Statement of Project Need

The proposed new courthouse will accomplish the following immediately-needed improvements to the Superior Court and enhance its ability to serve the public:

- Replace the unsafe, overcrowded, and physically and functionally deficient court-occupied space in the Glendale Courthouse;
- Provide space for increased criminal and civil court proceedings;
- Provide space for onsite jury assembly;
- Create a modern, secure courthouse for criminal, traffic, small claims, and limited civil proceedings, and for the provision of basic services heretofore not provided to county residents due to space restrictions: a self-help center to benefit Glendale and other neighboring courthouses such as Burbank, Pasadena, Alhambra, Hollywood, and those located within central Los Angeles; a jury assembly room; appropriately-sized courtroom waiting areas and jury deliberation rooms; appropriately-sized public counter queuing areas; adequately-sized in-custody holding; attorney interview/witness waiting rooms; and a children's waiting room; and
- Create operational efficiencies through the new courthouse design.

The Superior Court of California, County of Los Angeles serves the residents of the City of Glendale and ten other communities in the North Central area of the county with the Glendale Courthouse. This facility is a shared-use building, located in the Civic Center area of downtown Glendale, near the city hall, a police station, and other local government agencies. It is situated on a busy commercial street, in an area that has numerous commercial office buildings, retail stores, and high-density residential buildings. This facility experiences security problems and overcrowding being undersized for staff space, operational needs, and public areas, has many physical and functional problems, has numerous deficiencies with Americans with Disabilities Act (ADA) accessibility, and prevents the court from providing safe and efficient court services in the Glendale area.

Due to the existing courthouse's space shortfall, the superior court cannot provide essential services onsite. For example, this facility has no space available for jury assembly, and as a result of this physical deficiency, the court is required to assemble jurors at the Burbank Courthouse. Once selected, jurors are then required to drive on their own to the Glendale Courthouse and self-park where available on the street or in lots

located in and around the civic center. Having to drive to two separate facilities in two separate cities can be confusing and time consuming for citizens fulfilling their civic duty. From an operational standpoint, this condition strains the court's time and resources, having to coordinate the functions of jury assembly and juror assignment to courtrooms between two different facilities—all of which would otherwise be conducted within the same courthouse. Due to past security and other budget reductions, the superior court reduced the number of assigned judges in the courthouse from eight to six, reducing its ability to meet the Glendale area demand for court proceedings. No self-help center exists, requiring residents of the Glendale area to drive more than 15 miles to the City of Van Nuys, where the nearest courthouse providing this service is located. A new courthouse in Glendale can provide this service to a number of courthouses, including Burbank, Pasadena, Alhambra, Hollywood, and others located within central Los Angeles. These conditions significantly hinder the superior court's ability to provide criminal, traffic, small claims, and limited civil proceedings to its court users. These existing conditions impact access to justice for all court users and negatively impact overall court operations, in terms of strain on resources, workload, and staffing.

The recommended project—construction of a new eight-courtroom facility in the City of Glendale—will replace the unsafe and physically deficient court-occupied space in the Glendale Courthouse. All court proceedings, in addition to the provision of basic services heretofore not provided to county residents due to space restrictions will be provided in this new facility, resulting in operational efficiencies through the new courthouse design. This new facility will be a modern, secure courthouse for residents of the City of Glendale and the North Central area of Los Angeles County.

This project—ranked in the Immediate Need priority group of the Trial Court Capital-Outlay Plan that was adopted by the Judicial Council in October 2008—is one of the highest priority trial court capital-outlay projects for the judicial branch, and was selected by the Judicial Council in October 2008 as one of 41 projects to be funded by Senate Bill (SB) 1407 revenues.

### **1.3. Options Analysis**

The Administrative Office of the Courts (AOC) and the court examined two facility development options to provide adequate space for court functions in the City of Glendale:

- Project Option 1: Construct a New Courthouse
- Project Option 2: Renovate and Expand the Existing Glendale Courthouse

Project Option 1, construct a new courthouse with eight courtrooms, is the recommended alternative.

### **1.4. Recommended Option**

The recommended project is to construct a new eight-courtroom courthouse in the City of Glendale. This option is recommended as the most cost-effective solution for meeting current and mid-term needs of the court. This project will replace the existing Glendale

Courthouse. The project has potential economic opportunities, which are described in Section 2.4 of this report.

A space program for the proposed project, which has been created in collaboration with the court, outlines a need for approximately 99,552 Building Gross Square Feet (BGSF). Based on a site program for the new facility, a site of approximately 2.00 acres is needed for the courthouse and a parking structure.

The estimated project cost to construct the project is \$123.948 million, without financing and including land costs. These costs are based on constructing a three-story building with a basement. The facility would require 10 surface parking spaces designated for short-term use for visitors and ADA accessibility, 240 public parking spaces in a parking structure, and 15 secure parking spaces at the basement level. The specific building design and plan will be dependent on the final site plan for the site selected and may vary in the number of floors, provision of a basement, and use of a mechanical penthouse. The building design will be determined in the preliminary plan phase of the project.

A preliminary project schedule has been developed based upon approval processes by the Department of Finance and the Joint Legislative Budget Committee to be implemented as a result of Senate Bill 1407 (Ch. 311, Statutes of 2008), and Senate Bill No. 12, Special Session (SBX2 12, Ch. 10, Statutes of 2009). Construction costs are escalated to the start and midpoint of construction based on five percent annual escalation. In the current schedule, the acquisition phase will begin fall 2009 and design will begin fall 2011 pending completion of site selection and acquisition. Construction is then scheduled to begin fall 2013 and be completed summer 2015.

## 2. STATEMENT OF PROJECT NEED

### 2.1. Introduction

The Glendale Courthouse has security problems, is overcrowded, and has many physical condition problems. As this building cannot be renovated and expanded on site—for a variety of reasons discussed more fully under Section 3.2., Project Option 2—its operations need to be relocated into a single, secure, and physically appropriate building.

### 2.2. Transfer Status

Under the Trial Court Facilities Act, negotiations for transfer of responsibility of all trial court facilities from the counties to the state began July 1, 2004. Assembly Bill (AB) 1491 (Ch. 9 Statutes of 2008)(Jones) was enacted and extends the deadline for completing transfers to December 31, 2009. Transfer status for each existing facility affected by the proposed project is provided in the following table.

TABLE 2.2a  
Existing Facilities Transfer Status

Facility	Location	Owned or Leased	Type of Transfer	Transfer Status
Glendale Courthouse	600 East Broadway	Owned	Transfer of Responsibility (TOR) / Transfer of Title (TOT)	TOR Completed; TOT Pending

*Note: Only facilities directly affected by the project are listed.*

### 2.3. Project Ranking

Since 1998, the AOC has been engaged in a process of planning for capital improvements to California's court facilities. The planning initiatives began with a statewide overview, moved to county-level master planning, and then to project-specific planning studies.

On October 24, 2008, the Judicial Council adopted an update to the Prioritization Methodology for Trial Court Capital-Outlay Projects (the methodology) based on the enactment of SB 1407. SB 1407 provides enhanced revenues to finance up to \$5 billion in lease-revenue bonds for trial court facility construction for both Immediate and Critical Need projects. In accordance with SB 1407, trial court capital-outlay projects with viable economic opportunities are given priority when submitting detailed funding requests to the executive and legislative branches.

In October 2008, the Council also adopted an updated trial court capital-outlay plan (the plan) based on the application of the methodology. The plan identifies five project priority groups to which 153 projects are assigned based on their project score (determined by existing security, physical conditions, overcrowding, and access to court services).

This project—ranked in the Immediate Need priority group in the Trial Court Capital-Outlay Plan adopted by the Judicial Council in October 2008—is one of the highest priority trial court capital-outlay projects for the judicial branch, and was selected as one of 41 projects to be funded by SB 1407 revenues by the Judicial Council in October 2008. The project's economic opportunities are presented in Section 2.4 of this report.

### 2.4. Summary of Economic Opportunities

In accordance with Chapter 311, Statutes of 2008, Government Code section 70371.5(e), in recommending a project for funding, the Judicial Council shall consider economic opportunities for the project. "Economic opportunity" includes, but is not limited to, free or reduced costs of land for new construction, viable financing partnerships with, or fund contributions by, other government entities or private parties that result in lower project delivery costs, cost savings resulting from adaptive reuse of existing facilities, operational efficiencies from consolidation of court calendars and operations, operational savings from sharing of facilities by more than one court, and building operational cost savings from consolidation of facilities.

Potential economic opportunities for this project are as follows:

2.4.1. Free or Reduced Costs of Land.

The project will not benefit from a donation of land. However, the transfer of title to the existing courthouse property is currently pending from the County of Los Angeles and may provide an opportunity for reuse.

2.4.2. Viable Financing Partnerships.

No viable financing partnerships that would reduce project delivery costs have been identified for this project.

2.4.3. Adaptive Reuse of Existing Facilities.

The project does not include adaptive reuse of existing facilities.

2.4.4. Consolidation of Court Calendars and Operations.

The project does not consolidate more than one existing facility.

2.4.5. Sharing of Facilities.

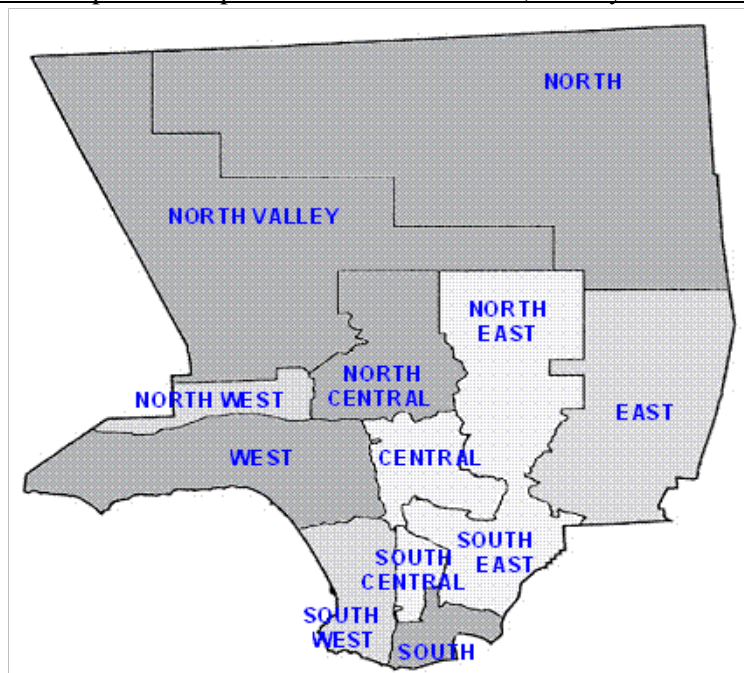
This project will not be shared by more than one court.

## 2.5. **Current Court Operations**

The Superior Court of California, County of Los Angeles is one of the largest trial court systems in the nation, with more than 600 judicial officers serving approximately 9.8 million county residents. The superior court operates in approximately 52 facilities—including leased facilities—with approximately 600 courtrooms, across the 4,000-square-mile county. These facilities represent about 30 percent of all courtrooms and total court-occupied-area in the state. In fiscal year 2006–2007, more than 2.8 million cases—of all types—were filed in this court, representing 30 percent of all cases filed in the state of California. In addition to judicial officers, the superior court employs more than 5,400 staff.

As shown below in Figure 2.5a, the superior court is divided into 12 geographical districts, except for the Juvenile and Mental Health courts, which have countywide jurisdiction.

FIGURE 2.5a  
District Map of the Superior Court of California, County of Los Angeles



The North Central Court District comprises two facility locations: Glendale and Burbank. With the exception of mental health and juvenile cases provided outside the district, both *limited* and *unlimited* calendars (i.e., varying degrees of criminal, civil, family law, small claims, and traffic cases) are provided to approximately 30 communities of the north central area of Los Angeles County and beyond.

The existing Glendale Courthouse is located in downtown Glendale, in the city's Civic Center area. The Civic Center area consists of a few large blocks that contain the courthouse, the city hall, a police station, and other local government agencies. The courthouse is situated on a busy commercial street and is in area that has numerous commercial office buildings, retail stores, and high-density residential buildings.

The Glendale Courthouse was constructed in 1953 and is a shared-use facility with the County of Los Angeles. The superior court occupies 91 percent of the total building square footage, with the balance occupied by various county agencies: County Sheriff, Public Defender and Alternate Public Defender, District Attorney, Probation, and Community Services. However, this facility experiences security problems and overcrowding being undersized for staff space, operational needs, and public areas, has many physical and functional problems, has numerous deficiencies with Americans with Disabilities Act (ADA) accessibility, and prevents the court from providing safe and efficient court services in the Glendale area.

The Glendale Courthouse has eight courtrooms, although the use of two of these courtrooms had to be suspended due to past security and other budget reductions. These budget reductions caused caseload to be shifted to neighboring courthouses, further impacting existing space and operational deficiencies court wide. In spite of space



restrictions, problems with ADA accessibility, and security and budgetary constraints, matters heard in this court facility include criminal, traffic, small claims, and limited civil proceedings.

Figure 2.5b below shows an aerial image of the existing court building and areas for onsite parking.

FIGURE 2.5b  
Existing Glendale Court Site

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## 2.6. Basis for Courtroom Requirements

The basis for the size of the new courthouse is the number of courtrooms in the existing Glendale Courthouse, as presented below in Table 2.6a.

TABLE 2.6a  
Basis for Proposed Courtrooms

Courthouse Location	Existing Courtrooms	Future Growth	Basis for Proposed Project
Glendale	8	0	8
Total Proposed Courtrooms	8	0	8

Projects to be funded by SB 1407 will include space for the 150 new judgeships approved by the Judicial Council in 2004 as a basis for sponsoring legislation, including 50 authorized by SB 56 (Ch. 390, Statutes of 2006) in FY 2006-2007, 50 authorized by AB 159 (Ch. 722, Statutes of 2007) in FY 2007-2008, and the last 50 that have yet to receive legislative authorization. There are no additional new judgeships assigned to this project by the Los Angeles Superior Court. The size of sites for projects to be funded by SB 1407 will be based on the size of the building and include future new judgeships based on the October 2008 the Judicial Council approved updated assessment identifying 327 currently needed new judgeships. The Los Angeles Superior Court has not assigned any of future new judgeships to the proposed new courthouse in Glendale.

## 2.7. Existing Facilities

One existing facility containing a total of eight courtrooms is directly affected by this project as shown in the table below. This facility will be vacated once the new court facility is completed.

TABLE 2.7a  
Existing Facilities

Facility	Location	Number of Existing Courtrooms Affected by this Project	Departmental Square Footage Occupied by the Court	Court Space as a Percentage of Total Building Square Footage
Glendale Courthouse .....	600 East Broadway Glendale, CA 91206	8	31,795	91%
<b>Total Existing Courtrooms and DGSF .....</b>		<b>8</b>	<b>31,795</b>	

The court facilities listed in the above table are currently located in a county-owned facility, in a building that is shared with county agencies. This building's transfer of title to the state is pending. The functional square footage of space currently occupied by the court is 31,795 Departmental Gross Square Feet (DGSF). The square footage required for the project is 71,108 DGSF or 99,552 BGSF. This represents a shortfall of 39,313 DGSF to meet the current and near-term needs of the court, based on the space program developed and shown in Appendix A.

The existing facilities contain numerous deficiencies relative to access and efficiency, security, and ADA accessibility, which create impediments to the administration of justice. Specific issues with the existing facilities are summarized as follows:

### 2.7.1. Glendale Courthouse.

#### 2.7.1.1. *Security Deficiencies*

- Secure paths of circulation do not exist to separate judicial officers and staff from the public or to separate in-custody defendants from judicial officers, staff, or the public.

- Judicial officers and staff do not have a secure route from the parking area into the courthouse and must walk through either public or semi-private corridors to their chambers and offices.
- Judicial officers do not have secure parking.
- No vehicular sallyport exists. Security for handling in-custody defendants is inadequate, as their loading and unloading is done in an unsecured area except for a chain link fence that extends across the walkway to meet buses and vans (see Figures 2.7.1.1a and 2.7.1.1b below).

FIGURE 2.7.1.1a  
In-custody Defendant Loading and Unloading from  
Vans and Buses Performed in an Unsecured Area



FIGURE 2.7.1.1b  
In-custody Defendant Entrance to Building Directly Adjacent to  
Parking for Judges and Near a Public Sidewalk



- The Glendale Courthouse has multiple entry points (that are accessed by court and county staff), making it difficult to secure.
- The building has undersized entrance screening queuing and lobby area, resulting in lines outside the building on a regular basis.
- The Glendale Courthouse’s central holding area is lacking in holding cells to provide adequate separation of certain in-custody defendant populations, such as gang members, sex offenders, women, or any who are considered “high profile”.
- No holding cells exist adjacent to courtrooms and therefore criminal case proceedings can only be conducted in the building’s first-floor courtrooms.
- Lack of holding cells prohibits attorney/client conferences.
- There are no courtroom security cameras.
- The courthouse’s perimeter cannot be secured, as it fronts a major public street, has public streets on both sides, and has an open parking lot to its rear.
- The inability to secure the parking onsite areas makes the building susceptible to vehicular threats, underneath the building’s annex extension (see Figure 2.7.1.1c below).

FIGURE 2.7.1.1c  
Parking Lot Drive Aisle underneath the  
Annex Extension is a Security Risk



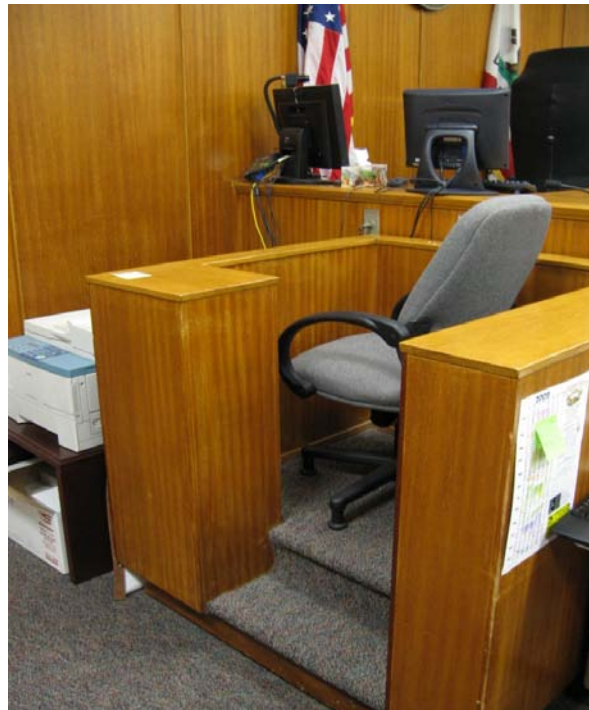
#### 2.7.1.2. Courtroom Deficiencies

- Each first-floor courtroom is only accessible to judicial officers and staff through a non-secure corridor—one that serves in-custody defendant transport to and from courtrooms from the central holding area.
- All courtrooms are undersized per the California Trial Court Facilities Standards and have design flaws, such as limited seating capacity, poor sightlines, non-ergonomic furniture design, and poor acoustics, lighting, adjacencies, and ADA inaccessibility.
- The building has poorly-designed public waiting areas. Lobby configurations and few sitting areas create general congestion and noise outside courtrooms and staff work areas that impact court proceedings and staff functions.
- The courtrooms have many non-ADA compliant features, such as judicial officer benches, witness and jury boxes, and public seating (see Figure 2.7.1.2a and 2.7.1.2b below).

FIGURE 2.7.1.2a  
Non-ADA-Compliant Judicial Officer Bench



FIGURE 2.7.1.2b  
Non-ADA-Compliant Witness Stand





- Due to lack of space for courtroom exhibit and evidence storage, judicial chambers are used to house exhibits and evidence.

#### 2.7.1.3. *Jury Deliberation and Jury Assembly Deficiencies*

- The jury deliberation rooms are undersized and are also used for staff meeting rooms, training rooms, and storage areas, due to the general lack of space for court operations (see Figure 2.7.1.3a below).

FIGURE 2.7.1.3a  
Typical Undersized and Overcrowded Jury Assembly Room



- The building cannot accommodate a jury assembly room due to a lack of space; therefore, jury assembly is occurs off site at the Burbank Courthouse.
- Only a small waiting room is available to jurors once selected and self-transported from the Burbank Courthouse. This limited space results in regular overcrowding beyond the available seating capacity. No amenities or alternative seating is available except for a narrow public corridor that becomes easily congested and noisy.

#### 2.7.1.4. *Clerk's Areas/Staff Space Deficiencies*

- The queuing area for the public service counters is grossly undersized, causing lines to form on a regular basis (see Figure 2.7.1.4a below).

FIGURE 2.7.1.4a  
Inadequate Queuing Area at Public Service Counters Creates  
First-Floor Lobby Congestion



- Clerks' counters are not ergonomic.
- File storage is inadequate in all clerks' areas and throughout the building.
- Existing space for administrative functions and court staff is overcrowded, and workstations are undersized.
- A lack of office space has resulted in staff workstations competing with storage space for office equipment and supplies.
- Adequate space for staff training or conferences does not exist and therefore the court's larger spaces, such as courtrooms or jury deliberation rooms, must double for meetings spaces when available.
- Space deficiencies require that staff and the public share restrooms.

#### *2.7.1.5. General Space, Functional, and Physical Deficiencies*

- No onsite public parking exists.
- Court users or visitors requiring ADA accessible parking and court staff compete with other county agency staff and their clients for available onsite parking.
- The building's architecture is dated, lacking contemporary "courthouse presence" and civic quality among the other buildings in the civic center area.
- No self-help center exists, requiring residents of the Glendale area to drive more than 15 miles to the City of Van Nuys, where the nearest courthouse providing this service is located.



- No children's waiting room exists—only a limited amount of public lobby seating.
- There is no evidence locker area, evidence storage, or adequate area to house active records.
- The building has no attorney interview/witness waiting rooms. Attorneys are forced to confer with their clients, victims, and witnesses in the public waiting area or outside the building. Noise from the lobby area permeates into the courtrooms and staff areas.
- Many non-ADA compliant features exist throughout the building, including judicial officer and staff toilets, circulation routes, corridor widths, door-strike clearances, and hardware, restrooms, and drinking fountains.
- The building is not equipped with fire alarm, fire sprinkler, or smoke detection systems.
- The building requires plumbing and HVAC systems upgrades, as well as an elevator replacement.
- The building, although not deemed unsafe for operation, is seismically deficient compared to current codes for new construction. No plan to remediate their existing conditions is in place at this time.
- Buildings' signage requires upgrade to compliance with ADA standards.
- The available space for the superior court's computer server is a very small room that doubles for building storage area and is poorly ventilated. It is located in the building's basement, which does not function well for court use, having been initially designed as a fallout shelter, with very steep stairs and limited space (see Figure 2.7.1.5a and 2.7.1.5b below).

FIGURE 2.7.1.5a  
Court's Computer Server Room Accessed by Steep Stairs to  
Building's Basement Designed as Fallout Shelter



FIGURE 2.7.1.5b  
Poorly Ventilated Computer Server Room in  
Basement Area Designed as Fallout Shelter



### 3. OPTIONS ANALYSIS

#### 3.1. Introduction

The purpose of this section is to compare potential options to meet the facility needs of the Los Angeles superior court in the City of Glendale and in the north central area of Los Angeles County.

#### 3.2. Project Options

The AOC and the court examined two facility development options to provide adequate space for court functions in the City of Glendale and in the north central area of Los Angeles County:

- Project Option 1: Construct a New Courthouse
- Project Option 2: Renovate and Expand the Existing Glendale Courthouse

These options are evaluated based on their ability to provide the space required at good economic value to the state.

##### 3.2.1. Project Option 1: Construction of a New Courthouse.

In Option 1, a building of approximately 99,552 gross square feet will be constructed on a new site with eight courtrooms and associated support space. With Project Option 1, the existing courthouse will be vacated by the court. The courthouse will remain in use until the new courthouse is completed.

##### 3.2.1.1. *Pros*

- This option will provide a new, modern, and secure courthouse in the City of Glendale that can be designed to meet modern standards of courthouse design.
- This option, in contrast to Option 2 (Renovation and Expansion), has lower risks to the state in terms of the potential for unidentified costs and schedule delays due to unforeseen existing conditions discovered during renovation of the Glendale Courthouse.
- Unlike Option 2, this option will not incur costly additional expenses for swing space to temporarily house the court. These costs are sunk costs and cannot be recovered after the new courthouse is completed.
- This option will not incur extra moving costs to relocate the court to the swing space before construction starts and then back in to the new courthouse.
- This option will not incur buyout costs for the equity of the space occupied by the county.
- This option will not result in any future disruption to court operations, because construction is completed in one phase.

- This option will replace the unsafe, overcrowded, and physically and functionally deficient court-occupied space in the Glendale Courthouse; will address the court's space deficiencies; will provide court operational efficiencies through the new courthouse design; and will avoid additional high costs associated with seismically upgrading the Glendale Courthouse.
- This option achieves the immediately-needed improvements to the superior court and enhances its ability to serve the public: relocation of operations from one unsafe, overcrowded, and physically and functionally deficient facility; enhancement of access to court services by providing improved facilities for current court proceedings—criminal, traffic, small claims, and limited civil—and space for increased criminal and civil court proceedings and for onsite jury assembly; and provision of basic services heretofore not provided to county residents due to space restrictions: a self-help center to benefit Glendale and other neighboring courthouses such as Burbank, Pasadena, Alhambra, Hollywood, and those located within central Los Angeles; a jury assembly room; appropriately-sized courtroom waiting areas and jury deliberation rooms; appropriately-sized public counter queuing areas; adequately-sized in-custody holding; attorney interview/witness waiting rooms; and a children's waiting room.

#### 3.2.1.2. *Cons*

- This option requires authorization of SB 1407 funds for site acquisition and related soft costs (including CEQA), design, and construction.

#### 3.2.2. Project Option 2: Renovate and Expand the Existing Glendale Courthouse.

In this option, the existing Glendale Courthouse would be renovated, reconfigured, and expanded to accommodate the programmatic needs of the court. Currently, the court occupies approximately 91 percent of the total building square footage. To meet the needs of the court, it is estimated that a building addition of approximately 55,000 square feet in size would be required. The existing site is, however, not large enough to meet this size requirement. Furthermore, this project's capital project budget does not include funds for the buyout of the county's space equity and the relocation costs for moving the county agencies to new space of similar condition, nor does it include costs for the court's swing space or for moving expenses incurred during the project's lifespan. The county occupies the balance of space in the existing building and intends to continue its operations after the court vacates it. For these reasons and due to the limited site area and other budgetary and physical constraints, the AOC cannot renovate or expand on site to successfully meet the court's programmatic and operational needs. Cost estimates were not prepared because this option was not considered viable. Consequently, this option results in the status quo, which is the court remaining in existing deficient facilities.

### **3.3. Recommended Project Option**

The recommended option is Option 1, Construct a New Courthouse. This option provides the best solution for meeting the court facility needs for the City of Glendale and the north central area of Los Angeles County.

The project will accomplish the following immediately-needed improvements to the Superior Court and enhance its ability to serve the public:

- Replace the unsafe, overcrowded, and physically and functionally deficient court-occupied space in the Glendale Courthouse;
- Provide space for increased criminal and civil court proceedings;
- Provide space for onsite jury assembly;
- Create a modern, secure courthouse for criminal, small claims, and limited civil proceedings, and for the provision of basic services heretofore not provided to county residents due to space restrictions: a self-help center to benefit Glendale and other neighboring courthouses such as Burbank, Pasadena, Alhambra, Hollywood, and those located within central Los Angeles; a jury assembly room; appropriately-sized courtroom waiting areas and jury deliberation rooms; appropriately-sized public counter queuing areas; adequately-sized in-custody holding; attorney interview/witness waiting rooms; and a children's waiting room; and
- Create operational efficiencies through the new courthouse design.

## **4. RECOMMENDED PROJECT**

### **4.1. Introduction**

The recommended solution to meet the court's needs in the City of Glendale and in the north central area of Los Angeles County is to construct a new courthouse. The following section outlines the components of the recommended project, including project description, project space program, courthouse organization, parking requirements, site requirements, design issues, and estimated project cost and schedule.

### **4.2. Project Description**

The proposed project includes the design and construction of a New Glendale Courthouse for the Superior Court of California, County of Los Angeles. The proposed new building will be approximately 99,552 BGSF. The project replaces one existing facility and will include eight courtrooms; court support space for court administration, court clerk, court security operations and holding; and building support space. Secure parking for 15 vehicles, sally port, and in-custody defendant holding will be located at the basement level. Accommodation of these spaces will be determined as most economical and functional based on actual site conditions (soil, water table) for the selected available property. Ten surface parking spaces designated for short-term use for visitors and ADA accessibility and 240 public parking spaces in a parking structure to support court operations.

#### 4.3. Space Program

Space needs for this project have been developed based on the *California Trial Court Facilities Standards* (the standards) in collaboration with the court. The overall space program summary is provided in the following table.

TABLE 4.3a  
Space Program Summary for the Project

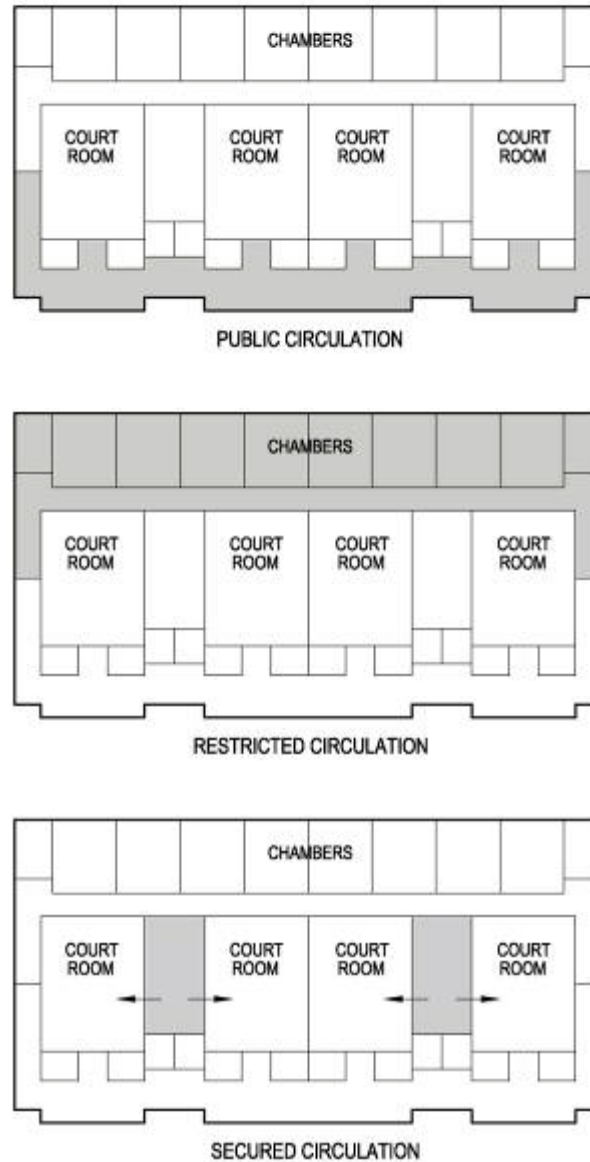
Division/Functional Area	Projected Need		Total Departmental GSF
	Courtrooms	Total Staff	
Public Area: Entry Lobby & Security Screening	-	-	2,441
Courtsets	8	16	28,031
Judicial Chambers & Courtroom Support	-	9	4,080
Court Operations	-	24	2,239
Criminal/Traffic Division	-	21	4,342
Civil/Small Claims Division	-	13	3,362
Self-Help Center	-	2	708
Court Administration	-	10	1,895
Jury Services	-	2	4,176
Sheriff Operations	-	7	1,418
Central In-Custody Holding	-	-	6,485
Building Support	-	4	11,934
<b>Subtotal</b>	<b>8</b>	<b>108</b>	<b>71,108</b>
Gross Area Factor			1.40
<b>Total Building Gross Square Feet</b>			<b>99,552</b>
<b>BGSF per Courtroom</b>			<b>12,444</b>

Detailed program data is provided in Appendix A.

#### 4.4. Courthouse Organization

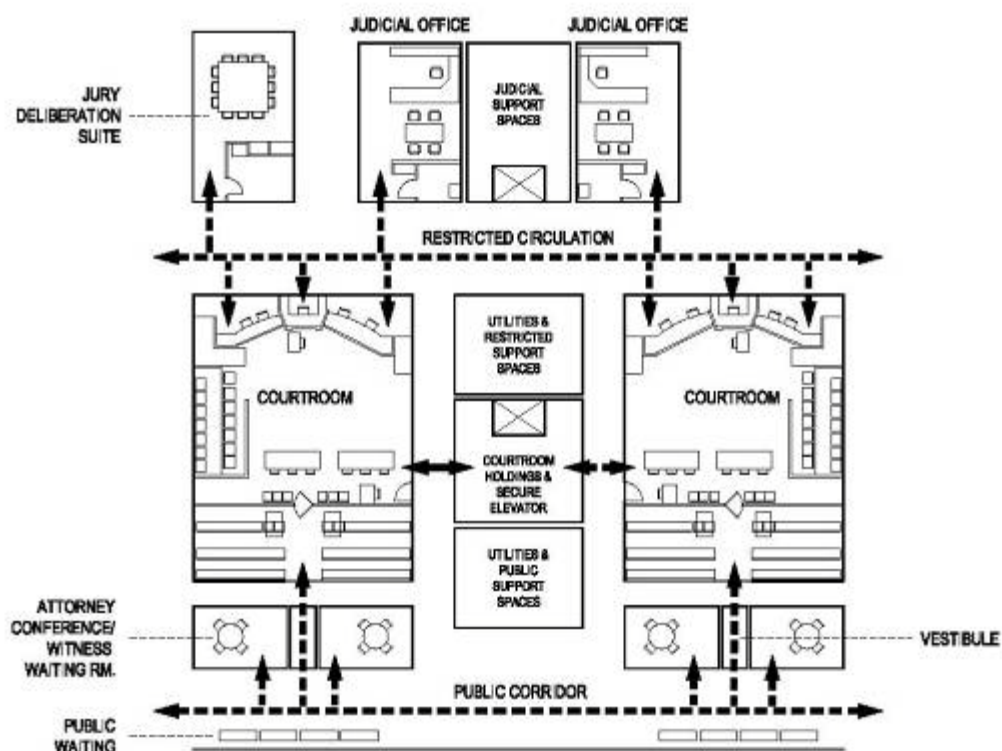
According to the standards, courthouses require three separate and distinct zones of public, restricted, and secured circulation. The three zones of circulation shall only intersect in controlled areas, including courtrooms, sallyports, and central detention (when applicable). The following figure illustrates the three circulation zones.

FIGURE 4.4a  
Three Circulation Zones



The court set includes courtrooms, judicial chambers, chamber support space, jury deliberation room, witness waiting, attorney conference rooms, evidence storage, and equipment storage. A restricted corridor connects the chamber suites with staff offices and the secure parking area. Adjacent to the courtrooms is the secure courtroom holding area, accessed via secured circulation. The following figure illustrates how a typical court floor should be organized

FIGURE 4.4b  
Court Floor Organization



#### 4.5. Site Selection and Requirements – Intro Paragraph

The selection of an appropriate site for the project is a critical decision. Several factors, including parking requirements, the site program, site selection criteria, site availability, and real estate market analysis will be considered in making a final site selection.

##### 4.5.1. Site Selection.

A site has not been selected for the new courthouse. Once initial funding for the project is secured, the AOC will develop a list of sites to be considered by the project's local Project Advisory Group and to which approved site selection criteria will be applied (per Rule 10.184(d) of the California Rules of Court and subject to final approval by the Administrative Director of the Courts). The site selection and site acquisition process—for all trial court capital projects—is outlined in the Judicial Council approved *Site Selection and Acquisition Policy for Court Facilities*.



4.5.2. Parking Requirements.

At the Glendale Courthouse site, no secure parking for judicial officers or staff exists. Parking for judicial officers and some staff is designated within a portion of a surface lot and limited in number. No onsite parking is available for the public, except for a limited number of ADA accessible parking spaces, the total of which is inadequate to appropriately serve court users. Public parking has to be accommodated (if available) on local city streets in and around the courthouse or by public parking garages not conveniently located to the courthouse. Parking for jurors is not accommodated on site or in a nearby offsite location, as the superior court cannot provide onsite jury assembly and has to rely on this function from the Burbank Courthouse, due to its operational space shortfall in this building.

Parking in a parking structure to support court operations was calculated at 30 spaces per courtroom, and 10 surface parking spaces are designated for short-term use for visitors and ADA accessibility. The parking required for this project will be reevaluated during the site acquisition phase.

4.5.3. Site Program.

A site program was developed for the recommended project. The site program is based on an assumed building footprint, onsite parking, and site elements such as loading areas, refuse collection, and outdoor staff areas.

The building footprint is based on preliminary space allocation per floor. The site calculations include the building footprint, site elements, landscaping, and site setbacks. The calculation of site acreage needed has been done on a formula basis, which assumes a flat site. The approach does not take into account any environmental factors, topographic features, or other unique characteristics of a site, and thus should be viewed as a guide to site acreage requirements.

The following table below delineates that a minimum site area of approximately 2.00 acres has been identified to accommodate the needs of the project, including a structured parking facility.

TABLE 4.5a  
Site Program

Site Component	Total Project Need	Comments
<b>Structures</b>		
Court Footprint	26,421	3-story building with a basement and penthouse
Total Structure	26,421	
<b>Site Elements</b>		
Loading Area	960	
Refuse/Recycling Collection	288	
Emergency Generator	200	
Bicycle Parking Area	80	
Outdoor Staff Area	300	
Total Site Elements	1,828	
<b>Parking</b>		
Total Parking Structure Square Footage & Footprint	-	See separate program
Secure Judicial Parking	-	Locate at basement level
Staff/Juror/Visitor Parking	-	Locate in structured parking (see separate program)
Short-Term Onsite Parking	10	Short-term visitor/Accessible parking
Total Onsite Parking Area	3,500	Assume surface parking at 350 SF per space
<b>Total Site Requirements</b>		
Structures	26,421	
Site Elements	1,828	
Parking	3,500	
Subtotal Site Requirements	31,749	
Vehicle/Pedestrian Circulation	6,350	20% of site
Landscaping/Setbacks	11,112	35% of site
<b>Total Site Requirements</b>	<b>49,210</b>	
<b>Total Acreage Requirements</b>	<b>1.13</b>	Total site required excluding structured parking
	<b>1.88</b>	Total site required including structured parking

Site Component	Project Need	Comments
<b>Parking</b>		
Secure Judicial Parking	-	Locate at courthouse basement level
Staff/Juror/Visitor Parking	240	Assume 30 spaces per courtroom/8 courtrooms
Short-Term Parking	-	Locate at courthouse site
Subtotal Parking Square Footage	84,000	Assume structured parking at 350 SF per space
Total Footprint Parking Area	21,000	Assume 4 story-parking structure
Subtotal Site Requirements	21,000	
Vehicle/Pedestrian Circulation	4,200	20% of site
Landscaping/Setbacks	7,350	35% of site
<b>Total Site Requirements</b>	<b>32,550</b>	
<b>Total Acreage Requirements</b>	<b>0.75</b>	Approx 1/4 of a city block

Site programs have also been developed for options which collocate court functions and county justice partners (district attorney, public defender, and alternate public defender) in separate buildings on adjacent sites. These options are outlined in Appendix B.

#### **4.6. Design Criteria**

According to the standards, California court facilities shall be designed to provide long-term value by balancing initial construction costs with projected life cycle operational costs. To maximize value and limit ownership costs, the standards require architects, engineers, and designers to develop building components and assemblies that function effectively for the target lifetime. These criteria provide the basis for planning and design solutions. For exact criteria, refer to the standards approved by the Judicial Council on April 21, 2006.

#### **4.7. Sustainable Design Criteria**

According to the *California Trial Court Facilities Standards*, architects and engineers shall focus on proven design approaches and building elements that improve court facilities for building occupants and result in cost-effective, sustainable buildings. At the outset of the project, the AOC will determine whether the project will participate in the formal LEED™ certification process of the United States Green Building Council. For additional criteria, performance goals, and information on energy savings programs please refer to the standards.

#### **4.8. Estimated Project Cost**

The estimated project cost for the recommended courthouse project is \$123.948 million, without financing and including land costs. This is based on a project of approximately 99,552 gross square feet with 10 surface parking spaces designated for short-term use for visitors and ADA accessibility, 240 public parking spaces in a parking structure, and 15 basement level secure parking spaces. The specific building design and plan may vary in the number of floors, provision of a basement, and use of a mechanical penthouse, depending on the final site selected. No relocation costs for owners or tenants have been included in the budget, because it is assumed that the AOC will not seek a property if tenants or owners require relocation costs. The building design will be determined in the preliminary plan phase of the project.

Construction costs for the project include site grading, site drainage, lighting, landscaping, drives, loading areas, vehicle sally port, and parking spaces. Construction costs include allowances for furniture, fixtures, and equipment (FF&E) and data, communications, and security. Construction costs are escalated to the start and midpoint of construction based on five percent annual escalation.

Project costs are added to the construction costs and include fees for architectural and engineering design services, inspection, special consultants, geotechnical and land survey consultants, materials testing, project management, CEQA due diligence, property appraisals, legal services, utility connections, and plan check fees for the state fire marshal and access compliance.

Cost criteria include the following:

- The total project cost—without financing costs—is \$123.948 million.<sup>1</sup>
- The actual costs could change, depending on the economic environment and when the actual solution is implemented. The estimates were created by applying current cost rates and using a best estimate of projected cost increases.
- The cost estimate is based on the assumption that the courthouse project shall be designed for sustainability and, at a minimum, to the standards of a LEED™ “Silver” rating.
- The estimate is based on a hypothetical building; it does not represent a specific construction type, the use of specific building materials, or a predetermined design. The analysis is based on a series of set performance criteria required for buildings of similar type and specifications.
- The estimates do not include support costs such as utilities and facilities maintenance.

#### **4.9. Project Schedule**

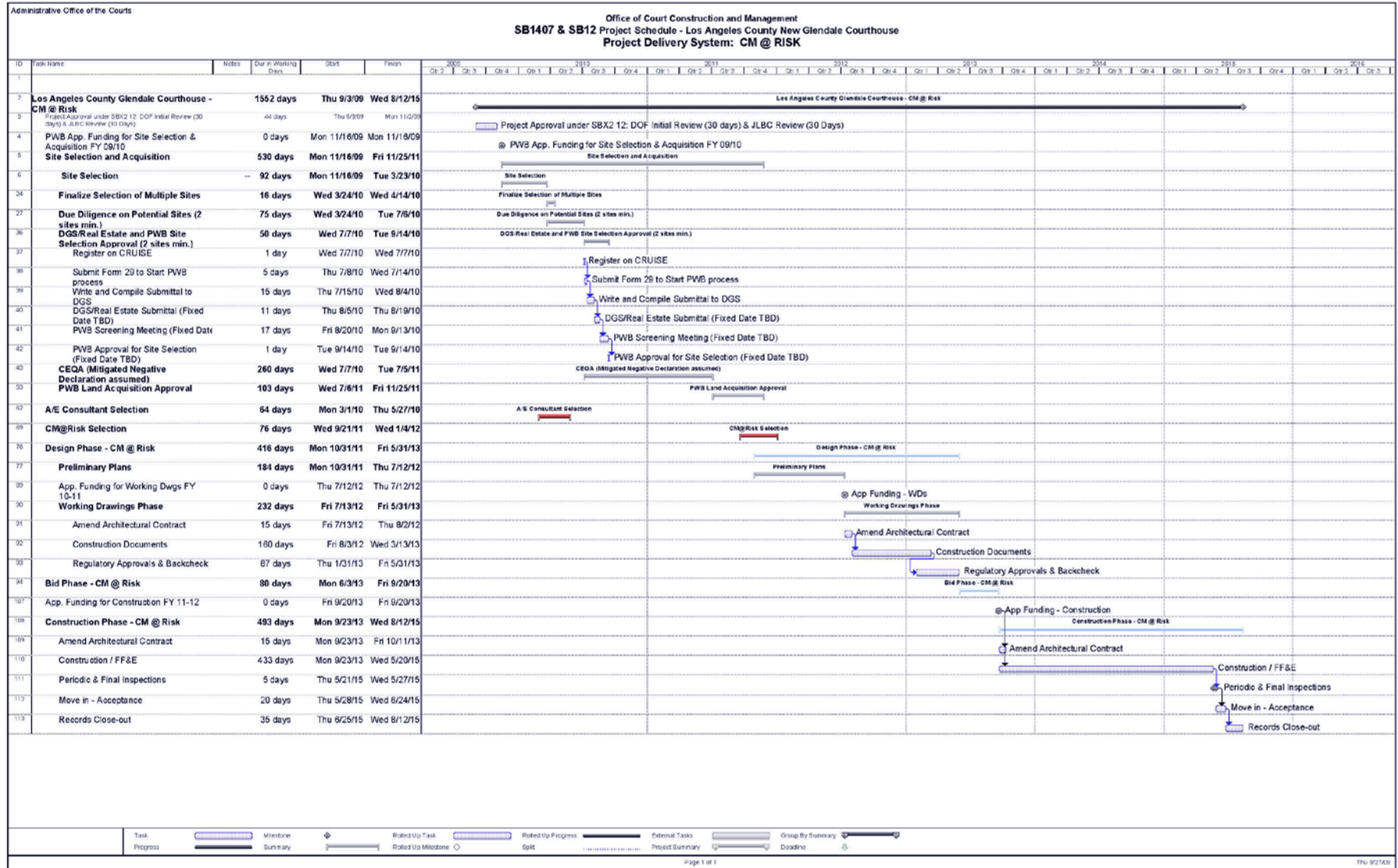
A preliminary project schedule has been developed based upon approval processes by the Department of Finance and the Joint Legislative Budget Committee to be implemented as a result of Senate Bill 1407 (Ch. 311, Statutes of 2008), and Senate Bill No. 12, Special Session (SBX2 12, Ch. 10, Statutes of 2009). In the current schedule, the acquisition phase will begin fall 2009 and design will begin fall 2011 pending completion of site selection and acquisition. Construction is then scheduled to begin fall 2013 and be completed summer 2015.

The project schedule is provided in the following figure.

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<sup>1</sup> The total project cost is based on construction cost estimates provided by the Cumming Corporation, which have been escalated to the mid-point of construction and are based on the project schedule provided in Section 4.9 of this report.

FIGURE 4.9a  
Project Schedule



## APPENDIX A: DETAILED SPACE PROGRAM

### Introduction

A detailed space program was developed for the recommended option.

The following table is the summary of the program for a new eight-courtroom facility. The following pages include a series of tables with a list of spaces required for each major court component, including the building's basement.

### Superior Court of California, County of Los Angeles

Projected Staff and Space Requirements Summary for the New Glendale Courthouse

Division/Functional Area	Projected Need		Total Departmental GSF	Comments
	Courtrooms	Total Staff		
Public Area: Entry Lobby & Security Screening	-	-	2,441	
Courtsets	8	16	28,031	
Judicial Chambers & Courtroom Support	-	9	4,080	
Court Operations	-	24	2,239	
Criminal/Traffic Division	-	21	4,342	
Civil/Small Claims Division	-	13	3,362	
Self-Help Center	-	2	708	
Court Administration	-	10	1,895	
Jury Services	-	2	4,176	
Sheriff Operations	-	7	1,418	
Central In-Custody Holding	-	-	6,485	Includes sallyport and sheriff vehicle parking
Building Support	-	4	11,934	Includes secure basement parking
<b>Subtotal</b>	<b>8</b>	<b>108</b>	<b>71,108</b>	
Gross Area Factor <sup>1</sup>			1.40	
<b>Total Building Gross Square Feet</b>			<b>99,552</b>	
BGSF per Courtroom			12,444	

#### Footnotes:

1. The Gross Area Factor includes space for staff and public restrooms, janitor's closets, electrical rooms, mechanical shafts, circulation, etc.

Superior Court of California, County of Los Angeles  
Projected Staff and Space Requirements for the New Glendale Courthouse

Space/Component	Unit/Area Std.	No. of Staff	No. of Spaces	Net Area	Comments
<b>Public Area: Entry Lobby &amp; Security Screening</b>					
1 Entry Vestibule	100	-	1	100	
2 Security Screening Queuing	9	-	50	450	
3 Weapons Screening Station	250	-	2	500	
4 Secure Public Lobby	450	-	2	900	
5 Information Kiosk	42	-	2	84	
Subtotal Staff and Net Area		-		2,034	
Departmental Grossing Factor	20%			407	
Subtotal Departmental GSF				2,441	

Superior Court of California, County of Los Angeles  
Projected Staff and Space Requirements for the New Glendale Courthouse

Space/Component	Unit/Area Std.	No. of Staff	No. of Spaces	Net Area	Comments
<b>Courtsets</b>					
Courtroom, Large (High Volume)	2,100	-	1	2,100	Includes ADA ramping
Courtroom, Multipurpose (jury)	1,750	-	7	12,250	Includes ADA ramping
Courtroom Clerk Workstation (in courtrooms)	-	8	8	-	Located in courtrooms
Courtroom Clerk Copy/Supply/Workroom	100	-	1	100	
Bailiff Workstation	-	8	-	-	Located in courtrooms
Exhibit Storage	40	-	8	320	
Courtroom Technology/Equipment Rack	15	-	8	120	
Courtroom Holding/Attorney Interview	125	-	8	1,000	
Holding Vestibule	40	-	8	320	
Entry Vestibule	64	-	8	512	
Jury Deliberation (includes. 2 restrooms, kitchenette)	410	-	4	1,640	
Courtroom Waiting	200	-	8	1,600	
Attorney/Client Conference Room	100	-	16	1,600	
Subtotal Staff and Net Area		16		21,562	
Departmental Grossing Factor	30%			6,469	
Subtotal Departmental GSF				28,031	
<b>Judicial Chambers &amp; Courtroom Support</b>					
Judicial Chambers (Includes restroom, closet)	400	8		3,200	
Judicial Secretary Workstation	64	1	-	64	
Chambers Waiting/Reception (Shared with Court Admin.)	120	-	-	-	
Copy/Supply/Workroom (Shared with Court Admin.)	100	-	-	-	
Subtotal Staff and Net Area		9		3,264	
Departmental Grossing Factor	25%			816	
Subtotal Departmental GSF				4,080	

Superior Court of California, County of Los Angeles  
Projected Staff and Space Requirements for the New Glendale Courthouse

Space/Component	Unit/Area Std.	No. of Staff	No. of Spaces	Net Area	Comments
<b>Court Operations</b>					
<b>Court Operations/Courtroom Clerks</b>					
Manager Office <sup>1</sup>	120	1		120	
Courtroom Clerks (Assigned to Courtrooms) <sup>2</sup>	48	-	-	-	
Courtroom Assistant	48	6		288	
Collection Enhancement Staff	48	1		48	
Subtotal Staff and Net Area		8		456	
Departmental Grossing Factor	25%			114	
Subtotal Departmental GSF				570	
<b>Court Reporters</b>					
Court Reporter Office <sup>3</sup>	100	8		800	
Subtotal Staff and Net Area		8		800	
Departmental Grossing Factor	25%			200	
Subtotal Departmental GSF				1,000	
<b>Interpreters</b>					
Work Carrels	25	7	-	175	
Subtotal Staff and Net Area		7		175	
Departmental Grossing Factor	25%			44	
Subtotal Departmental GSF				219	
<b>Legal Research</b>					
Attorney Office/Hoteling	120	1		120	
Conference Room/Legal Library	240	-	1	240	
Subtotal Staff and Net Area		1		360	
Departmental Grossing Factor	25%			90	
Subtotal Departmental GSF				450	
Total Staff and Net Area		24		1,791	
Total Departmental GSF				2,239	

Footnotes:

1. This position will directly supervise each court division: criminal, traffic, and civil/small claims.
2. Per the superior court, workstations are not needed outside of courtrooms, as courtroom clerks will be assigned permanent workstations within courtrooms.
3. Per the superior court and their union contracts, court reporters require individual office space for transcription of notes, etc.



Superior Court of California, County of Los Angeles  
Projected Staff and Space Requirements for the New Glendale Courthouse

Space/Component	Unit/Area Std.	No. of Staff	No. of Spaces	Net Area	Comments
<b>Criminal/Traffic Division</b>					
<b>Criminal/Traffic Staff</b>					
Legal Process Supervisor	100	1	-	100	
Legal Process Clerk Workstation	48	20	-	960	
<b>Service Counter - Criminal</b>					
Counter Workstation (Unassigned)	48	-	4	192	
Queuing Area	10	-	20	200	
Workcounter/Form Storage	60	-	1	60	
Photocopiers/Printers (Staff Support)	100	-	1	100	
Public File Viewing/Document Review	100		1	100	with computers, microfiche
<b>Service Counter - Traffic</b>					
Counter Workstation (Unassigned)	48	-	4	192	
Queuing Area	10	-	20	200	
Workcounter/Form Storage	60	-	1	60	
Photocopiers/Printers (Staff Support)	100	-	1	100	
<b>Active Records</b>					
Active Criminal Files; 42" x 7 shelf unit	12	-	25	300	
Active Traffic Files; 42" x 7 shelf unit	12	-	25	300	
File Scanning Station	48	-	1	48	
File Staging Area	60	-	1	60	
File Carts	6	-	4	24	
<b>Shared Support</b>					
Copy/Work Room	200	-	1	200	
Cash Safe	20	-	1	20	
Subtotal Staff and Net Area		21		3,216	
Departmental Grossing Factor	35%			1,126	
Subtotal Departmental GSF				4,342	

Superior Court of California, County of Los Angeles  
Projected Staff and Space Requirements for the New Glendale Courthouse

Space/Component	Unit/Area Std.	No. of Staff	No. of Spaces	Net Area	Comments
<b>Civil/Small Claims Division</b>					
<b>Staff</b>					
Legal Process Supervisor	100	1	-	100	
Legal Process Clerk Workstation	48	11	-	528	
<b>Service Counter</b>					
Counter Workstation (Unassigned)	48	-	5	240	
Queuing Area	10	-	25	250	
Workcounter/Form Storage	60	-	1	60	
Photocopiers/Printers (Staff Support)	100	-	1	100	
Public File Viewing/Document Review	100	-	1	100	with computers, microfiche
<b>Civil Settlement Unit/Alternative Dispute Resolution</b>					
Attorney Mediator Office	120	1	-	120	
Waiting/Reception Area	100	-	1	100	
Conference Room	120	-	2	240	
<b>Active Records</b>					
Active Files; 42" x 7 shelf unit	12	-	25	300	
File Scanning Station	48	-	1	48	
File Staging Area	60	-	1	60	
File Carts	6	-	4	24	
<b>Shared Support</b>					
Copy/Work Room	200	-	1	200	
Cash Safe	20	-	1	20	
Subtotal Staff and Net Area		13		2,490	
Departmental Grossing Factor	35%			872	
Subtotal Departmental GSF				3,362	

Superior Court of California, County of Los Angeles  
Projected Staff and Space Requirements for the New Glendale Courthouse

Space/Component	Unit/Area Std.	No. of Staff	No. of Spaces	Net Area	Comments
<b>Self-Help Center</b>					
<b>Public Area</b>					
Self-Help Staff Workstation	48	1	-	48	
Reception/Triage Counter Staff	48	1	-	48	
Waiting Room	15	-	9	135	
Computer Workstation	20	-	5	100	Public use
Work Table	40	-	3	120	Public use
Form Display	25	-	2	50	
Orientation Room (Shared w/Video Conf./Training Room)	200	-	-	-	
<b>Staff Support</b>					
Bulk Form Storage	25	-	1	25	
Copy/Printer/Supply	40	-	1	40	
Subtotal Staff and Net Area		2		566	
Departmental Grossing Factor	25%			142	
Subtotal Departmental GSF				708	

Superior Court of California, County of Los Angeles  
Projected Staff and Space Requirements for the New Glendale Courthouse

Space/Component	Unit/Area Std.	No. of Staff	No. of Spaces	Net Area	Comments
<b>Court Administration</b>					
<b>Court Executive Office</b>					
Court Administrator Office	140	1	-	140	
Assistant Court Administrator Office	120	1	-	120	
Deputy Court Administrator Office	120	1	-	120	
Court Financial Officer Office	120	1	-	120	
Fiscal Manager Office	120	1	-	120	
Purchasing Manager Office	120	1	-	120	
Human Resources Manager Office	120	1	-	120	
Administrative Assistant Workstation	48	1	-	48	
File Unit	12	-	1	12	
Reception Waiting Area	100	-	1	100	
Copy/Work Room	100	-	1	100	
Subtotal Staff and Net Area		8		1,120	
Departmental Grossing Factor	25%			280	
Subtotal Departmental GSF				1,400	
<b>Information Technology</b>					
Data Systems Analyst (DSA) Workstation <sup>1</sup>	48	2	-	96	
Central Computer Room	200	-	1	200	
IT Work Room/Storage	100	-	1	100	
Subtotal Staff and Net Area		2		396	
Departmental Grossing Factor	25%			99	
Subtotal Departmental GSF				495	
Total Staff and Net Area		10		1,516	
Total Departmental GSF				1,895	

Footnotes:

1. DSA positions report to the court's Information Systems and Technology Bureau (ISTB) but are located in the courthouse.

Superior Court of California, County of Los Angeles  
Projected Staff and Space Requirements for the New Glendale Courthouse

Space/Component	Unit/Area Std.	No. of Staff	No. of Spaces	Net Area	Comments
<b>Jury Services</b>					
<b>Jury Administration</b>					
Jury Commissioner	100	1	-	100	
Legal Process Clerk Workstation	48	1	-	48	
<b>Jury Processing</b>					
Check-in Counter Station	48	-	2	96	
Queuing Area	14	-	25	350	
Forms Counter	5	-	12	60	
Copy/Printer/Supply/Active Files	100	-	1	100	
<b>Jury Assembly/Waiting</b>			<b>200</b>		<b>Total Jury Call</b>
General Seating	12	-	186	2,232	
Carrel Workstation	20	-	10	200	
Table Seating	20	-	4	80	4 seats at one table
<b>Juror Support</b>					
Vending Area	75	-	1	75	
Women's Restroom (Use Public Restrooms)	220	-	-	-	
Men's Restroom (Use Public Restrooms)	160	-	-	-	
Subtotal Staff and Net Area		2		3,341	
Departmental Grossing Factor		25%		835	
Subtotal Departmental GSF				4,176	

Superior Court of California, County of Los Angeles  
Projected Staff and Space Requirements for the New Glendale Courthouse

Space/Component	Unit/Area Std.	No. of Staff	No. of Spaces	Net Area	Comments
<b>Sheriff Operations</b>					
<b>Staff</b>					
Management Office (Lieut., Sergeant)	100	2	-	200	
Deputy Workstation (Unassigned)	48	5	-	240	
Interview/Holding Room	64	-	1	64	
<b>Support</b>					
Central Control Room (Inmate Supervision & Central Bldg. Security)	200	-	1	200	
Security Equipment Closet	80	-	1	80	
Men's Locker/Shower/Toilet Room	150	-	1	150	
Women's Locker/Shower/Toilet Room	120	-	1	120	
Copy/Work/Supply Alcove	80	-	1	80	
Subtotal Staff and Net Area		7		1,134	
Departmental Grossing Factor	25%			284	
Subtotal Departmental GSF				1,418	
<b>Central In-Custody Holding</b>					
Vehicular Sallyport/Patrol Vehicle Parking	2,000	-	1	2,000	
Pedestrian Sallyport	80	-	1	80	
Detainee Staging	200	-	1	200	
Holding Control Room (Combined w/Central Holding Control Room)	200	-	-	-	
Central Holding, Adult			<b>168</b>		<b>Total Capacity - Adult</b>
Group Holding - Male	192	-	4	768	
Group Holding - Female	192	-	2	384	
Individual Holding - Male	60	-	6	360	
Individual Holding - Female	60	-	6	360	
Attorney/Detainee Interview Room	60	-	4	240	
Attorney Vestibule/Waiting	60	-	1	60	
Storage Room	60	-	1	60	
Staff Restroom	60	-	2	120	
Subtotal Staff and Net Area		-		4,632	
Departmental Grossing Factor	40%			1,853	
Subtotal Departmental GSF				6,485	

**Superior Court of California, County of Los Angeles**  
**New Glendale Courthouse**

**Project Feasibility Report**

Superior Court of California, County of Los Angeles  
 Projected Staff and Space Requirements for the New Glendale Courthouse

Space/Component	Unit/Area Std.	No. of Staff	No. of Spaces	Net Area	Comments
<b>Building Support</b>					
<b>Children's Waiting Room</b>					
Secure Check-in Station	60	-	1	60	
Play Area	300	-	1	300	reading, television, computer areas
Clerk/Volunteer Workstation	48	1	-	48	
Supply/Toy Storage	30	-	1	30	
Restroom w/Diaper Changing	64	-	1	64	for clients
Kitchenette	24	-	1	24	
Subtotal Staff and Net Area		1		526	
Departmental Grossing Factor	20%			105	
Subtotal Departmental GSF				631	
<b>Staff Support</b>					
Video Conference/Training Room	300	-	2	600	
Staff Break Room	300	-	2	600	
Staff Lactation Room	64	-	1	64	
Staff Shower/Restroom	80	-	4	320	
Subtotal Staff and Net Area		-		1,584	
Departmental Grossing Factor	20%			317	
Subtotal Departmental GSF				1,901	
<b>Public Area Support</b>					
Vending Area	75	-	2	150	3 vending machines
Subtotal Staff and Net Area		-		150	
Departmental Grossing Factor	20%			30	
Subtotal Departmental GSF				180	
<b>Related Justice Agency Space</b>					
Victim/Witness Room	150	-	1	150	
Agency Hoteling Office Space	150	-	1	150	
Subtotal Staff and Net Area		-		300	
Departmental Grossing Factor	20%			60	
Subtotal Departmental GSF				360	
<b>Exhibits Storage</b>					
Exhibits Storage	400	-	1	400	
Subtotal Staff and Net Area		-		400	
Departmental Grossing Factor	20%			80	
Subtotal Departmental GSF				480	
<b>Building Operations</b>					
Loading/Receiving	60	-	1	60	
Mail Processing and Distribution Center	150	-	1	150	
General Building Storage	400	-	2	800	
Telecommunications Equipment Room	200	-	1	200	
Main Electrical Room <sup>1</sup>	200	-	-	-	
Housekeeping Storage	100	-	1	100	
Building Service Equipment/Workshop	100	-	1	100	
Subtotal Staff and Net Area		-		1,410	
Departmental Grossing Factor	20%			282	
Subtotal Departmental GSF				1,692	
<b>AOC-OCCM FMU Staff<sup>2</sup></b>					
District Supervisor Office	120	1	-	120	
Area Supervisor Office	120	1	-	120	
Administrative Coordinator Workstation	48	1	-	48	
File Unit	12	-	1	12	
Subtotal Staff and Net Area		3		300	
Departmental Grossing Factor	30%			90	
Subtotal Departmental GSF				390	
<b>Secure Parking</b>					
Secured Judges Parking	350	-	8	2,800	
Executive Staff Parking	350	-	7	2,450	
Subtotal Staff and Net Area		-		5,250	
Vehicular Circulation	20%			1,050	
Subtotal Departmental GSF				6,300	
Subtotal Staff and Net Area		4		9,920	
Subtotal Departmental GSF				11,934	

**Footnotes:**

1. Electrical rooms are included in building gross square foot calculation.
2. Office space for AOC-OCCM FMU has been provided, based on their confirmation of assigned staff to this facility.

## APPENDIX B: SITE PROGRAM OPTIONS

### Introduction

The AOC and the County of Los Angeles have had preliminary discussions regarding collocation of court and county justice partners in relation to the development of a new Southeast Los Angeles Courthouse. At the time of publication, there were policy, legal, and financial issues that were not yet resolved.

Should it be possible to collocate county justice partners (District Attorney, Public Defender, and Alternate Public Defender) and court functions in two separate buildings on adjacent sites, two alternatives have been explored to determine site requirements. These options are outlined below, and in summary require a total of approximately 2.81 to 3.35 acres, depending on whether or not future county expansion is also planned. Each option assumes the development of an eight-courtroom courthouse with a basement and structured parking.

#### **Option 1: Justice Agency Office Space in a Separate Building, with a Shared Parking Structure**

- Total Required Site Size: 2.81 Acres.
  - Court Building: Three stories with a basement and a penthouse (for mechanical equipment).
  - County Building: One story and no basement.
  - County Space Needs: Based on 20 percent of the superior court total space need.
  - Structured Parking: 240 spaces – Court Current Need  
58 spaces – County Current Need

#### **Option 2: Same as Option 1, County in Surface Parking**

- Total Required Site Size: 3.35 Acres.
  - Court Building: Same as Option 1.
  - County Building: Same as Option 1.
  - County Space Needs: Same as Option 1.
  - Structured Parking: Court only – 240 spaces.
  - Surface Parking: County only – 58 spaces.